



**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO**  
**EMPLOYMENT APPLICATION**

**Personnel Department**  
**172 West Third Street, Second Floor**  
**San Bernardino, CA 92415-0302**

**Phone: (909) 387-6894**

**Job Hotline: (909) 387-9150**

**Website: [www.sbcounty.gov/courts](http://www.sbcounty.gov/courts)**

Date Received:

**JOB TITLE** \_\_\_\_\_ **ANNOUNCEMENT NO.** \_\_\_\_\_

**APPLICATION ESSENTIALS**

- **Carefully read the job announcement to be sure that you meet the minimum requirements. Applicants who fail to show how they meet these requirements will be disqualified from the examination.**
- **Complete all sides of this application. Print in black ink or type.**
- **The information you provide in this application will be used to verify and evaluate your job qualifications. An incomplete application or inaccurate information may disqualify you.**
- **A resume will not be accepted in place of a completed application.**
- **This application must be returned according to the instructions listed on the job announcement.**

Qualified ☐  
Disqualified ☐  
Code \_\_\_\_\_  
Initials \_\_\_\_\_  
Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Message Phone ( ) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Authorization to Release Information**

**My signature affirms that all information on this application and any attachments is true and complete to the best of my knowledge. I understand that any false statements may lead to disqualification or dismissal. Further, I authorize all employers, institutions, government agencies and persons named as references (except in regard to my current employment if I specify that I do not want my employer to be contacted) to release information for use in establishing my qualifications and credentials for this position. This authorization:**

- **removes all liability from those who provide information and verification in response to any information I have stated in applying for this job or any information that has a bearing on my suitability for employment with the Superior Court of California, County of San Bernardino.**
- **releases the Superior Court of California, County of San Bernardino and any agent acting on its behalf from any and all liability of whatever nature in requesting or using such information to assess my candidacy for employment.**
- **is valid during my entire candidacy and during any resulting period of employment with the Superior Court of California, County of San Bernardino.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**FAILURE TO ACCEPT A JOB OR APPEAR FOR AN INTERVIEW MAY RESULT IN REMOVAL OF YOUR NAME FROM THE ELIGIBLE LIST.**

1. Indicate the type of position(s) you will accept: ☐ Full-time ☐ Part-time ☐ Temporary
2. Indicate the geographic area(s) where you will work. Refusing a job offer if you check its location below will result in removal from the list.

WEST END <input type="checkbox"/> Chino <input type="checkbox"/> Rancho Cucamonga	VALLEY <input type="checkbox"/> San Bernardino <input type="checkbox"/> Fontana <input type="checkbox"/> Redlands	LOWER DESERT <input type="checkbox"/> Joshua Tree	UPPER DESERT <input type="checkbox"/> Victorville <input type="checkbox"/> Barstow <input type="checkbox"/> Needles	MOUNTAINS <input type="checkbox"/> Twin Peaks <input type="checkbox"/> Big Bear
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3. Have you ever been dismissed or terminated from any position for performance or other disciplinary reasons? (Applicants whose dismissals or terminations were overturned, withdrawn [unilaterally or as part of a settlement] or revoked need not answer yes.) ☐ Yes ☐ No
4. **As an adult (age 18) , have you ever been convicted of a misdemeanor or felony?** ☐ Yes ☐ No **You must complete this section to be considered for the job(s) and to continue in the examination process.** Make attachments if needed. Convictions are evaluated for each position and are not necessarily disqualifying.  
Date and location of conviction: \_\_\_\_\_ Code violation number: \_\_\_\_\_  
Description of offense: \_\_\_\_\_
5. Do you have any relatives working for the Superior Court of California, County of San Bernardino? ☐ Yes ☐ No  
Name: \_\_\_\_\_ Department: \_\_\_\_\_ Relationship: \_\_\_\_\_
6. Driver's license (if needed for the job). Class: \_\_\_\_\_ State: \_\_\_\_\_ License Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_
7. Check all that apply: Highschool: ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ GED ☐ HS Diploma ☐ Some College ☐ Undergraduate Degree ☐ Graduate Degree
8. List languages other than English in which you are proficient. Read \_\_\_\_\_ Write \_\_\_\_\_
9. If this position requires typing and/or shorthand, please indicate. Typing speed: \_\_\_\_\_ wpm Shorthand speed: \_\_\_\_\_ wpm

**Professional Credentials (Licenses, Certificates, etc.)**

Name or Description and License No. (if applicable)	Issuing Agency or Board	Issue Date	Expiration Date



Superior Court of California, County of San Bernardino  
Personnel Department

**FAIR EMPLOYMENT INFORMATION**

**Attention applicant: Please do not detach.** This information will be detached from your application and used for research and statistical purposes only. In order to comply with Federal regulations in the area of Equal Employment Opportunity Employment, employers must have data available on applicant flow patterns (41 CFR 60-2, 12, 60-250.5). For this reason, we would appreciate your voluntary cooperation in providing the following information. Notwithstanding the provision of these regulations, it shall be unlawful for purpose of any appointment, hiring or promotion to use this information to discriminate against a prospective or incumbent employee or to give preference to a person identified as a member of an ethnic, racial or religious group upon the basis of such membership or identification.

Title of job for which you are applying \_\_\_\_\_

-   -

Social Security Number

Birth Date

-

Month

Year

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Superior Court of California,

County of San Bernardino Employee: Yes ☐ No ☐ Sex: Male ☐ Female ☐

Disabled: Yes ☐ No ☐

**As a result of a disability, will you need to have accommodation in the:**

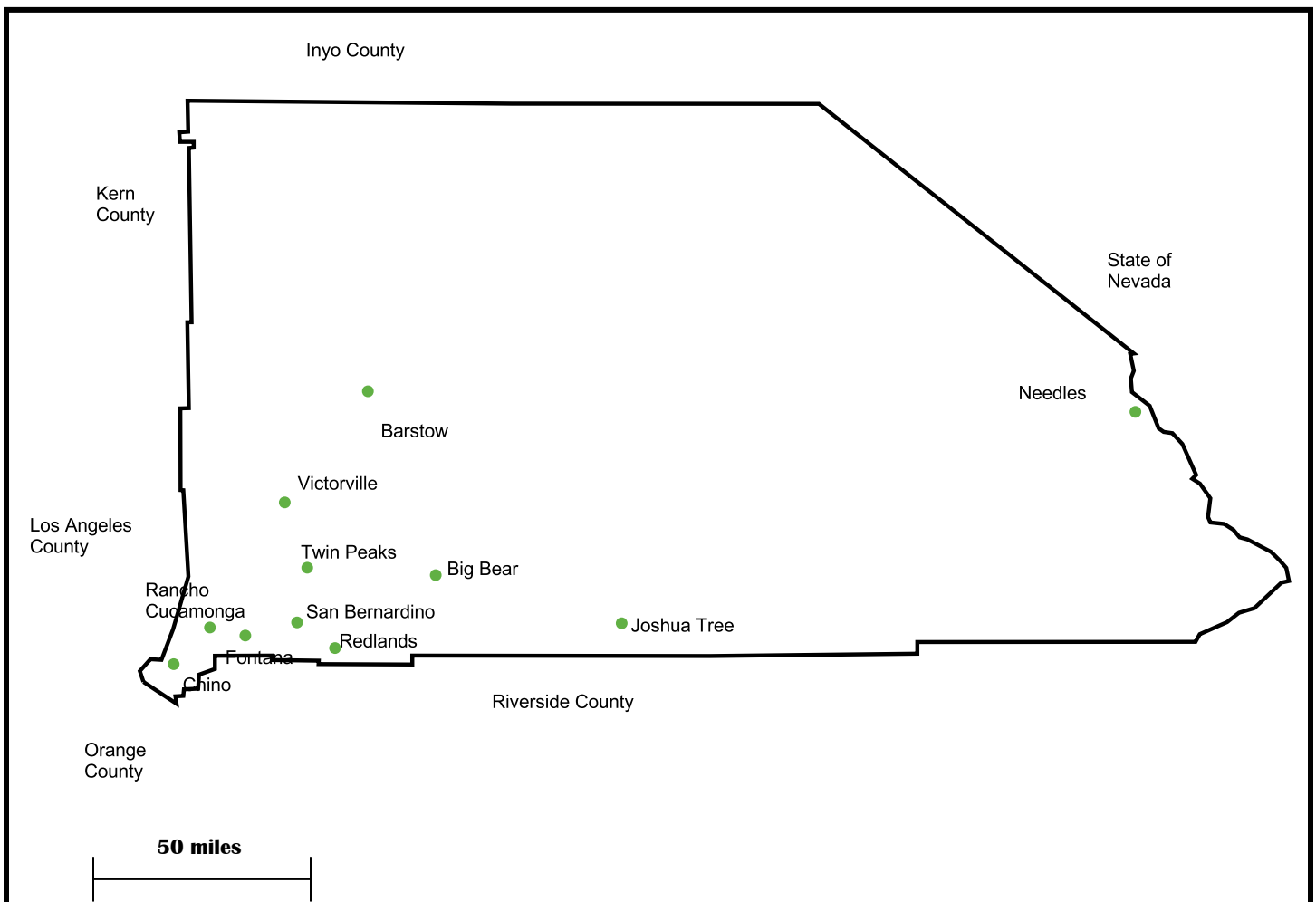
☐ Interview/examination process ☐ Performance of the essential functions of the job

**ETHNICITY** (Check off the most appropriate choice)

- |  |  |
|--|--|
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Hispanic                    |
| <input type="checkbox"/> Asian or Pacific Islander         | <input type="checkbox"/> White (Not Hispanic Origin) |
| <input type="checkbox"/> Black                             | <input type="checkbox"/> Other                       |

**How did you hear about this employment opportunity?** (Check off the most appropriate choice)

- |  |  |
|--|--|
| <input type="checkbox"/> Weekly Listing/Job Announcement         | <input type="checkbox"/> Employment Development Department     |
| <input type="checkbox"/> The Sun                                 | <input type="checkbox"/> I Inquired                            |
| <input type="checkbox"/> Riverside Press-Enterprise              | <input type="checkbox"/> Court Web Site                        |
| <input type="checkbox"/> Inland Valley Daily Bulletin            | <input type="checkbox"/> Other Website <b>Which one?</b> _____ |
| <input type="checkbox"/> Orange County Register                  | <input type="checkbox"/> Job Fair                              |
| <input type="checkbox"/> Victorville Daily Press                 | <input type="checkbox"/> Job Hotline                           |
| <input type="checkbox"/> Other Newspaper <b>Which one?</b> _____ | <input type="checkbox"/> Jobs Available                        |
| <input type="checkbox"/> Campus Career Center                    | <input type="checkbox"/> Other Source <b>Which one?</b> _____  |



### Court Locations

Barstow Court  
235 E. Mountain Ave.  
Barstow, CA 92311

Big Bear Court  
477 Summit Ave.  
Big Bear, CA 92315

Chino Court  
13260 Central Ave.  
Chino, CA 91710

Joshua Tree Court  
6527 White Feather Rd.  
Joshua Tree, CA 92252

Juvenile Court  
900 E. Gilbert St.  
San Bernardino, CA 92415

Fontana Court  
17780 N. Arrow Highway  
Fontana, CA 92335

Needles Court  
1111 Bailey St.  
Needles, CA 92363

Rancho Cucamonga Court  
8303 N. Haven Ave.  
Rancho Cucamonga, CA 91730

Redlands Court  
216 Brookside Ave.  
Redlands, CA 92373

San Bernardino Court  
351 N. Arrowhead Ave.  
San Bernardino, CA 92415

Twin Peaks Court  
26010 State Highway 189  
Twin Peaks, CA 92391

Victorville Court  
14455 Civic Dr.  
Victorville, CA 92392

# ADDITIONAL WORK EXPERIENCE

**EMPLOYMENT HISTORY:** Please account for all employment within the last ten years, beginning with your current or most recent position. In addition, please indicate any other experience which you feel is relevant to the position for which you are applying (e.g., volunteer experience, military experience, etc.). **Resumes are welcome, but will not be accepted as a replacement for this application. Please use the additional work experience addendum form or you may attach additional sheets if necessary.** Complete all requested information fully. **Your application will be rejected if you write "See Resume."**

ORGANIZATION – Department/Section	Title of Position	From – Month/Day/Year	To – Month/Day/Year
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Name and Title of Immediate Supervisor

Address	City, State	Zip Code	Phone Number
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Monthly Salary Beginning \$ _____ Ending \$ _____	Hours per Week _____ Reason for Leaving _____
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*Summary of Job Duties*

FOR OFFICE USE

ORGANIZATION – Department/Section	Title of Position	From – Month/Day/Year	To – Month/Day/Year
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Name and Title of Immediate Supervisor

Address	City, State	Zip Code	Phone Number
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Monthly Salary Beginning \$ _____ Ending \$ _____	Hours per Week _____ Reason for Leaving _____
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*Summary of Job Duties*

FOR OFFICE USE

ORGANIZATION – Department/Section	Title of Position	From – Month/Day/Year	To – Month/Day/Year
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Name and Title of Immediate Supervisor

Address	City, State	Zip Code	Phone Number
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Monthly Salary Beginning \$ _____ Ending \$ _____	Hours per Week _____ Reason for Leaving _____
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*Summary of Job Duties*

FOR OFFICE USE